



Web Enabled Safety System



WESS
Module 2-
C

Forget Your
Password?



Forgotten Your Password?

On the WESS Main Login screen, two User Activities are displayed



Click on “Reset/Forgot Password” to reset it.

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESSION Beta Test Version #: 1.1.24

  **Web Enabled Safety System** 

US DEPARTMENT OF DEFENSE WARNING STATEMENT

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564)

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Enter User ID and Email Address



User ID Official Email Address 

 

A User ID screen will be displayed, asking for your email address.



Validating Your User Identification

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Enter User ID and Email Address

User ID: calmond1

Official Email Address: charles.almond@navy.mil

Help Back Next

Enter your User ID and official email address.
Click “Next”

The Challenge question you selected during account setup will display.
Enter the correct answer.

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What is the city of your birth?
Your Answer: Norfolk

Help Back Next

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Forgot Password Request

Forgot Password Request Success. Check Email for further instructions!

Help Continue

WESS will display a notice when the Password reset request is complete,



Notification of Password Reset

WESS will process
the Password Reset
and will send a
Notification to you
by email.

A sample is shown
at left and will
contain a new
Temporary
Password.

User Tip: Highlight & Copy the Temporary Password to facilitate your next Login.



Login and Password Reset

To Login,
enter your
User Name &
Temporary
Password

Click “Login”.

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Activities

User Name
calmond1

Password

Login

Request New Account

Reset/Forgot Password

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Password Expiring for “User’s Name”

Help

Return Home

Maintain Account

Yes No

Password Expires: Tue Jun 22 08:58:29 EDT 2004

Select the Yes button to update.

On Login, a screen will appear indicating that your **Temporary Password will expire** on a date and time. The Temporary Password is only valid for 24 hours, as indicated in the email notification. Click “**Yes**” to Change the Password to one of  choosing.

Selecting a New Password

Change Password for User Account "User's Name"

Help

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 9 characters, contain at least two upper case letters, at least two lower case letters, at least two numeric characters, and at least two special characters, i.e., [!@#\$%^&*0_-`~\{\}\|;:",<.>/?]

Note: Once you have changed your password, you will be logged out for security purposes.

Enter Old Password:

Enter New Password:

Verify New Password:

*** Indicates required field must be entered before moving to next screen**

CAUTION - USE OF THE BROWSER ARROWS MAY CAUSE APPLICATION ERRORS.

First enter
your
Temporary
Password and
then enter a
new one and
verify it.

Then Click the
“Submit”
button.

Remember that the Password must meet the following rules:

The New Password must contain at least 9 characters, at least two capital letters, at least two lower case letters, at least two numbers and at least two “special” characters,
e.g. ! @ # \$ % &, etc.



Successful Login

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The information contained in this site is for official use only (FOUO), may contain privacy and/or privileged information and is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center. Ref: SECNAVINST 5720.42, OPNAVINST 3750.6R and OPNAVINST 5102.1D/MCO P5102.1B.

Your Existing Reports - "User's Name"

Drafts	Endorsement Needed
Delete Serl# Date Description	
Approval Needed	Serl# Date Description
Serl# Date Description	
Release Pending	Serl# Date Description
Serl# Date Description	
Release Action Needed	Serl# Date Description
Serl# Date Description	

WESS will now open the Main User Environment Screen.

You may log-out now, if you wish, or proceed with WESS data entry.



Navigating the User Environment

To learn about the WESS User Environment and How to
Navigate the Mishap Report,

[Continue to Module 2-D](#)



[Back to Table of Contents](#)

